

# February 2005

## CADDIS Connection



### THE CADDIS CONTACT

#### *YOUR TOUR GUIDE TO THE CADDIS PLANET*

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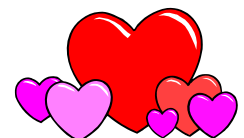


In January, DDS CADDIS project staff telephoned the individuals identified as their regional center's CADDIS Contact. The purpose of the call was to re-establish the expectations associated with being a CADDIS Contact and to confirm their continued participation in that role. The need for such an involved group becomes more significant as we begin to move closer towards the implementation of the CADDIS system. CADDIS Contacts will play a key role in their regional center's implementation of CADDIS by serving as the "single point of contact" and communication liaison for any CADDIS project information flowing between DDS and the regional center. CADDIS Contacts will be asked to participate in monthly calls to discuss the latest project developments and implementation activities. They will also be responsible for distributing any CADDIS project information to their regional center staff, as well as forwarding regional center questions and issues to DDS for resolution.



DDS encourages regional center staff to contact his/her RC's CADDIS Contact with any CADDIS-related questions or issues. If the CADDIS Contact cannot answer the question or resolve the issue, he/she will contact the appropriate person at DDS. Click on this link to view the updated list of regional center CADDIS Contacts:

<http://www.dds.ca.gov/RCCADDISInfo/PDF/RCContacts.pdf>





## Be “In the Know”

**T**he CADDIS Project website has had a much needed makeover. It is now called the Regional Center CADDIS Information website and is intended to be used by all RC employees. Since it is a secure website, you need to obtain the user ID and password from your RC’s CADDIS Contact. We will be updating the site every first and third Monday of the month.



The website contains Questions and Answers (Q & A), technical requirements, the CADDIS Contact list, and information that will assist you in completing projects and tasks for RC readiness.

The site has four distinct areas:

**What’s New** – New items will be highlighted here. They will remain in this category until the next update (on the first and third Monday of the month), then roll over to the appropriate area. For example, new Q & As will appear in this section for two weeks, then be incorporated into the CADDIS Q & A section in the Related Links area. Other information may roll down to the *What’s Current* area until it is completed.

**What’s Current** –Current project information will be displayed in this area.

**What’s Next** – Information on future tasks and activities that will need to be worked on in order to prepare for CADDIS.

**Related Links** – The column on the far right will contain links to historical CADDIS information and other CADDIS websites.

Our goal is to have this website serve as a useful tool for RC employees to easily obtain information on the CADDIS project. If you have any questions or suggestions on how this website can better help you be “in the know”, please send an e-mail to [caddis@dds.ca.gov](mailto:caddis@dds.ca.gov).

Link to the RC CADDIS Information Website:

<http://www.dds.ca.gov/RCCADDISInfo/Index.cfm>

## *CADDIS Conversion Rehearsal*



**A**n important milestone quickly approaching in the CADDIS Project is the Conversion Rehearsal, which will be carried out at each regional center. This is an important part of preparing for system implementation, or “Go Live.” We’d like to explain some basics as to what Conversion Rehearsal is, what’s involved, what benefits we’ll see from the process, and what’s next.

**What is a Conversion Rehearsal?** As the name implies, Conversion Rehearsal involves performing a live rehearsal of all the processes necessary to convert all of the regional center data that will be brought into CADDIS at “Go Live.”

**What exactly is involved?** DDS will extract all data from the existing systems, UFS and SANDIS, which is going to be brought into CADDIS, run it through the data conversion process and load it into the CADDIS system. This will include all current consumer and fiscal records as well as all pertinent history records. The CADDIS Conversion Team will then undertake an extensive data validation process. This will be done individually for each regional center. The Conversion Rehearsals are already underway, with the first round finishing up in April 2005, and the second round starting in May 2005.

**Why are we having two rounds of rehearsals?** In order to fully realize the potential of rehearsals, multiple rehearsals must be performed in order to test and confirm any changes made to the data and the conversion process. In light of this, the CADDIS Conversion Team has recommended two rehearsals for each Regional Center in addition to the go-live conversion.

**What are the benefits to these rehearsals?** This is a critical step to being ready to convert current data for “Go Live”, and will provide many benefits including:

- Ensuring that all necessary data can be converted completely and correctly
- Checking the timeframes involved to ensure this process can be completed in the time allocated in the project plan
- Preparing regional center staff and DDS staff for a smooth and confident execution of the data conversion process during system implementation
- Providing confidence in the validity of current and historical data in CADDIS

**What’s next?** DDS will set up pre-conversion meetings with each regional center to help involve the regional centers in the overall planning process. If you have any questions regarding this, please contact *Jacque Weimer* at (916) 654-1949.



## Frequently Asked Question (FAQ) of the Month

**Q** : Will there be a CADDIS dictionary or terminology crosswalk?



**A** : A CADDIS dictionary is currently under development with hopes of being completed by the end of March. The Key CADDIS Terminology document, previously posted on the CADDIS Project page, is being updated and will be part of the new CADDIS Dictionary. It contains key terms familiar to Regional Center staff and definitions for the corresponding terms in CADDIS. The CADDIS Dictionary will also define new terms specific to the system. The Implementation Team and Regional Centers may use this document as a training aid to prepare Regional Center staff for the transition to CADDIS.

## CADDIS Jumble

Find the ten (10) CADDIS-related words. They are forward, backward, up, down and diagonal. The list of words, and their definitions, can be found on the RC CADDIS Information website.

1. _____	X T A B N H L U K S B P U	6. _____
2. _____	L O C A T I O N O I T P O	7. _____
3. _____	A P G N I N E E R C S E F	8. _____
4. _____	U P D A T E L M Y B F M L	9. _____
5. _____	F P L R E D I V O R P O G	10. _____
	R L C J M P S T D Z O C V	
	W S A B R D F P M K Y T S	
	D X P G T B D E U T C U W	
	A U H O Z T E P I N E O G	



Do you have a suggestion for a CADDIS Connection article or FAQ?

We want to hear it!

Please send your suggestions to *Tamara Wheeler, DDS CADDIS Project*, at [twheeler@dds.ca.gov](mailto:twheeler@dds.ca.gov).